



IDPH AmeriCorps Mentoring Program Enrollment Process Summary



After identifying a successful candidate continue with the following:

- Fax a completed Enrollment Invitation to Program Director, Amanda McCurley at 515-281-4535 (e-mail is not secure and should never be used to send SS#). **Note: Start/end dates on this form are proposed dates. Program Director will set start/end dates after all enrollment documents are received.**
- The Program Director will initiate an invitation for the candidate to enroll online in My AmeriCorps via <https://my.americorps.gov/mp/login.do> website – member will receive an email to do this via the email address used on the faxed “Request for Invitation.”
 - Member must complete the online enrollment form on the <https://my.americorps.gov/mp/login.do> website as instructed in the invitation.
 - A Letter of Intent for Service with IDPH will prepared be by the Program Director for signature after the online enrollment is complete
- Initiate Background Checks (*not required for re-enrollment with less than 120 day break in service*)
 - Complete the following background check documents and submit via secure fax to the Program Director, Amanda McCurley at 515-281-4535
 - Waiver Agreement
 - Background Check Disclosure and Authorization (include copy of driver’s license)
 - FBI Fingerprint Card Acknowledgement Form
 - Provide the member with 1 fingerprint card (these cards will be mailed to each program site by IDPH).
 - Member should take the card to a local fingerprint source (police station) and return the card to the site supervisor within 5 business days. (Do not make changes to information on the cards). Member MUST use the card provided by IDPH.
 - Confirm that all of the member information is completed on the card (name, aliases, date of birth, citizenship, sex, race, height, weight, eyes, hair, place of birth, social security number).
 - Mail the fingerprint card and a completed billing form to the Iowa Division of Criminal Investigation, Support Operations Bureau, 1st Floor, 215 E. 7th Street, Des Moines, IA 50319 (*address is also on the billing form*).
 - Complete the Accompaniment Documentation Form
 - All IDPH AmeriCorps Mentoring Program members who have access to vulnerable populations will require accompaniment until the program

receives the results of either the state criminal history records check or the FBI check.

- An individual is accompanied when he or she is in the physical presence/sight of a person cleared for access to a vulnerable population.
 - This form should be utilized until results of all background checks are received and then submit via secure fax to Program Director, Amanda McCurley at 515-281-4535
- Initiate payroll and personnel forms
 - Complete the following forms and submit via secure fax to Program Director, Amanda McCurley at 515-281-4535
 - Employment Eligibility Verification I-9 Form
 - **Member completes Section 1** and presents ID, as specified in the instructions.
 - **Site Supervisor completes and signs/certifies Section 2**
 - If a passport is used, an identifiable copy must be attached (color copy preferred)
 - W-4s Forms (federal and state)
 - Member completes Agreement for Automatic Deposits Form (or attach voided check) and signs (this form will be mailed to each program site by IDPH)
 - IDPH Audio, Photography and Video Consent and Release Form
 - Full-Time Member Health Insurance Waiver Form
 - Confidential Personnel Data Sheet Form
 - Read the IDPH Policy Statement
 - This statement should be read by the member and Site Supervisor but does **not** need to be signed and returned to the Program Director
 - Read and sign the Member Service Agreement
 - Fill in member name, host site, and begin and end dates
 - Check FT or HT enrollment under Terms of Service
 - Member and Site Supervisor sign Position Description acknowledgement
 - Initial Section III. A (Grievance Procedures)
 - Member initials under Member Expectations
 - Member completes and signs Section V. Authorization
 - If member is under 18, obtain parent signature
 - Member signs Attachment A (Prohibited Activities)
 - Submit original document to the Project Director via mail at the following address:
 - Amanda McCurley
Iowa Department of Public Health
321 E. 12th Street
Des Moines, IA 50319

- Create, read and sign the Service Position Description
 - Utilize the Generic Position Description template provided by IDPH to create the form
 - Site Supervisor must add site specific details for the site
 - Site Supervisor must include required information about the IDPH AmeriCorps Mentoring Program listed in the Position Description Overview
 - This document must be approved by the Program Director before the program site utilizes for signatures
 - Member and Site Supervisor sign and submit with the Member Service Agreement to the Project Director via mail at the following address:
 - Amanda McCurley
Iowa Department of Public Health
321 E. 12th Street
Des Moines, IA 50319
- Provide copies of member IDs
 - Submit copies the following and submit via secure fax to Program Director, Amanda McCurley at 515-281-4535
 - Government issued photo ID (passport or driver's license)
 - Proof of citizenship (passport or birth certificate)

After all of the paperwork is received, the Program Director will complete the member enrollment and send the member and Site Supervisor information for reporting service hours and details regarding New Member Orientation and the Member Civic Engagement Survey. **A start date will be set by the program director AFTER all enrollment paperwork is received.**